



# Allow Public Access to a Collaborate Ultra Recording

# **Overview**

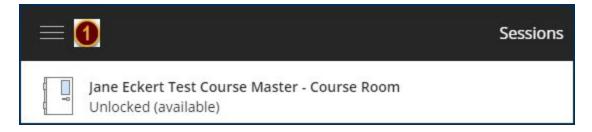
This tutorial will explain how to allow public access to a **Collaborate Ultra Recording**. Collaborate recordings, by default, are not public which is a privacy measure to support FERPA compliance. In order for others to view a recording, the session owner must make the recording link public and share the link with the intended audience.

# **Quick Steps**

Access Collaborate Ultra Recording > Recording Settings > Allow Public Access > Copy Link

# Step 1

Access the Collaborate Ultra recording from the Blackboard course Control Panel > Course Tools > Blackboard Collaborate Ultra and then clicking the hamburger icon in the upper left [1]



#### OR

via the Collaborate Scheduler by clicking on the Recordings link in the left menu [2].



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# Step 2

Click on the Recording Options button [3] for the recording you want to make public then click *Recording settings* [4].

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		つ Get link
		し Download
		Recording settings

# Step 3

Click the checkbox to Allow public access [5] and click Save.

×	Recording settings
	* Recording name
11	Public access
	💌 Allow public access 🧕

### Step 4

Click on the Recording Options button [6] again and select *Copy link* [7]. Paste the link into an email to the recipients.

Virtual Office / recording_1	9/14/20, 11:04 AM	00:00:25	6 0
		🗑 Delete	
		🗞 Copy link 🚺	

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